



Longview Independent School District

JOB DESCRIPTION

TEACHER – ELEMENTARY – HEAD START

JOB TITLE:	Teacher – Elementary Head Start	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Director	TERMS:	187 Days
DEPARTMENT:	East Texas Montessori Prep Academy	PAY GRADE:	Teacher Pay Schedule

PRIMARY PURPOSE:

Provide students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical and social growth; enable students to develop competencies and skills to function successfully in society

QUALIFICATIONS:

Minimum Education/Certification:

Bachelor's degree from accredited college or university

Valid Texas teaching certificate with required endorsements for subject and level assigned

Special Knowledge/Skills:

- Specific knowledge of subjects assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communications, and interpersonal skills

Minimum Experience:

At least one year of field experience (student teaching) or approved internship



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MAJOR RESPONSIBILITIES AND DUTIES:

1. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required
2. Present the subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations
3. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned
4. Conduct assessments of student learning styles and use results for instructional activities
5. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP)
6. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements
7. Plan and supervise assignments of teacher aide(s) and volunteer(s)
8. Use technology to strengthen the teaching/learning process
9. Help students analyze and improve study methods and habits
10. Conduct ongoing assessment of student achievement through formal and informal testing
11. Assume responsibility for extracurricular activities as assigned; sponsor outside activities approved by the campus principal
12. Be a positive role model for students; support mission of school district
13. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students
14. Manage student behavior in accordance with Student Code of Conduct and student handbook



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

15. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
16. Assist in selection of books, equipment, and other instructional materials
17. Establish and maintain open lines of communication by conducting conferences with parents, students, principals, and teachers
18. Maintain a professional relationship with all colleagues, students, parents, and community members
19. Use effective communication skills to present information accurately and clearly
20. Participate in the district staff development program
21. Demonstrate interest and initiative in professional improvement
22. Demonstrate behavior that is professional, ethical, and responsible
23. Compile, maintain, and file all reports, records, and other documents required
24. Attend and participate in faculty meetings and serve on staff committees as required
25. Comply with district policies, as well as state and federal laws and regulations
26. Adhere to the district's safety policies and procedures
27. Maintain confidentiality in the conduct of district business
28. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
29. Demonstrate regular and prompt attendance
30. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise assigned teacher aide(s) as required



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EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION:

Teacher Evaluation and Support System (T-TESS)

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: April, 2017